



Iowa Department of Human Services

Terry E. Branstad
Governor

Kim Reynolds
Lt. Governor

Charles M. Palmer
Director

October 10th, 2013

Amanda Kies
3234 Hammond Ave.
Waterloo, IA 50702

Dear Child Care Provider,

This letter is in regards to the 9/18/2013 compliance check of your Level B, Registered Child Development Home. Iowa Code Chapter 237A and 441 Iowa Administrative Code, Chapter 110, describes specific requirements that must be met by a Registered Child Development Home. The following areas were out of compliance at the time of my visit:

- ☐ 110.5(1) Conditions in the home are safe, sanitary, and free of hazards. (unsanitary conditions in the kitchen on the table and counters. Outside of the home contained litter and rubbish that could be a health hazard to children in care. Back porch need to be cleaned and sanitized.)
- ☐ 110.5(1)b All medicines and poisonous, toxic, or otherwise unsafe materials are secured from access by a child. (Cleaning equipment needs moved to a place out of the reach of the children. Smoking supplies also need moved.)
- ☐ 110.5(1)h A safe outdoor play area is maintained in good condition throughout the year. (Backyard and front need cleaned up.)
- ☐ 110.5(1)h Is kept free from litter, rubbish and flammable materials.
- ☐ 110.5(1)l A safety barrier surrounds any heating stove or heating element.
- ☐ 110.5(1)q All animal waste is immediately removed from the children's areas and properly disposed of. (Need to remove from the back porch)
- ☐ 110.5(4) The certificate of registration is displayed in a conspicuous place.
- ☐ 110.5(8) Children's Files
- ☐ 110.5(8) An individual file is maintained for each child and updated annually or when there are changes. Each file contains: (Every file needs emergency information in them. Some do and some do not. Please check to see if each child has this information.)
- ☐ 110.5(8)b Emergency information including where the parent can be reached, the name, street address, city and telephone of the child's regular doctor, and the name number, telephone number, and relationship to the child of another adult available in case of emergency.

☐ 110.5(8)d For school-aged children: On the first day of attendance, a statement of health status signed by the parent or legal guardian. (3 children)

☐ 110.5(8)e For school aged children: An annual statement of health condition signed by the parent or legal guardian, annually from date of admission physical. (3 children)

☐ 110.5(8)g A signed and dated immunization certificate provided by the state department of public health. (3 children)

☐ 110.5(8)h For each school-age child, record of a physical exam completed at the time of school enrollment or since. (3 children)

Non-compliance with any of the mandated regulatory requirements listed above may lead to the cancellation or revocation of your Child Development Home Registration. **Please take whatever steps are necessary to completely address each of the violations noted above. It is essential you correct all above-mentioned violations within the next 45 days.**

☒ Based on the items out of compliance listed above, you will be required to have a recheck or follow up visit to your home. This visit will occur after the 45 day time period has elapsed. Child Care Resource and Referral will check your home for completion of your items out of compliance with the checklist. They can be reached at 319-233-0804

☐ Based on the items out of compliance listed above, a recheck or follow up visit to your home is not necessary. However, it is essential you provide documentation to the Department that certifies you have corrected each of the identified regulatory violations and are now in complete compliance with all Departmental regulatory mandates. **Please check mark each of the boxes listed above when the necessary corrections have been completed. By doing so, you certify that you have completed all of the mandated regulatory requirements contained within each identified section.**

Please do not hesitate to contact me at DHS at 319-292-2419 if you have any questions regarding this letter.

Sincerely,

Angela Huntington
Social Worker II

Always Remember:

Child Care Resource and Referral is an excellent resource for providers to access training options and support in your area. You can reach Child Care Resource and Referral at 319-233-0804.

As you plan your future trainings to meet your 24 hours of training requirement, please remember that you need to use only DHS approved training and only 12 hours can be by self-study. You can access the approved training by

going to http://www.dhs.state.ia.us/Consumers/Child_Care/Professional_Development.html and you can sign up for training at <https://ccmis.dhs.state.ia.us/trainingregistry/>

All providers need to maintain compliance with rules set out in Iowa Administrative Code, Chapter 110, which includes: 441 IAC 110.5(1): Check with the appropriate authorities to determine how the following local, state, or federal laws apply to you: • Zoning code • Building code • Fire code • Business license • State and federal income tax • Unemployment insurance • Worker's Compensation • Minimum wage and hour requirements • OSHA • Americans with Disabilities Act (ADA).